

## **TRAVEL CARD ADVISORY FOR CARDHOLDERS IMPACTED BY HURRICANE KATRINA**

The Government Travel card is a valuable and simple means of procuring travel expenses. DOD personnel who are impacted by Hurricane Katrina and have been placed under competent travel orders may need to use their government travel card to cover the cost of authorized expenses. In this regard, the following reminders are forwarded to ensure the card is used properly:

### **1. Do:**

- a. Ensure that you and/or your dependents are in receipt of competent travel orders (TDY, PCS or Evacuation) before making charges.
- b. Follow service guidelines for use of the Individually Billed Account or Centrally Billed Account.
- c. Purchase only authorized goods and services.
- d. Keep track of expenses (receipts) while on travel. A copy of your receipts may be required for reimbursement.
- e. File interim travel vouchers at 30 day intervals.
- f. File final vouchers upon completion of TDY, PCS, or termination of evacuation status.
- g. Check the Split Disbursement block (block 1) on your travel voucher and show the total amount of any purchases that were charged to the government charge card.
- h. Notify your Agency Program Coordinator or your Component Program Manager if you are unable to file a travel voucher due to your mission requirements.
- i. Notify the Bank of America if you have not received your travel card bill.

### **2. Don't:**

- a. Don't obtain ATM cash advances unless you are in a travel status.
- b. Don't allow your bill to become overdue.
- c. Don't wait for your Bank statement before filing your travel voucher.
- d. Don't forget the card is issued in your name and that you are liable for charges made on the card.
- e. Don't neglect to notify your APC or CPM if your mission is preventing you from filing a travel voucher and paying your bill.
- f. Don't use your Government card for expenses that are not authorized.

### **3. For assistance call your Component Program Manager:**

Army – 703 693 3386  
Navy – 717 605 3067  
USAF – 703 588 0932  
USMC – 703 695 4981  
Defense Agencies 703 607 5030